



Dear Members of the HCCC Community:

Our return to campus continues! The fall 2020 regular term begins next week on Wednesday, September 2, 2020. Quick Term (12-week) courses begin on Wednesday, September 23, 2020, and Online B begins on Friday, October 30, 2020. The fall 2020 schedule can be accessed at www.hccc.edu/schedule.

Students in need of support services such as financial aid, bursar, testing, and registration will be able to access these services on-ground by making an appointment. In-person appointments are limited, so students are encouraged to use remote services. All student support services will continue to be offered [remotely](#). Students can find a complete listing of terms and other important information in the [Fall 2020 Enrollment Guide](#).

- Remote appointments with Advising: www.calendly.com/udsoncass
- Remote appointments with Financial Aid: www.calendly.com/hcccfinancialaid
- In Person appointments with Advising, Financial Aid, Testing, or Admissions: www.calendly.com/hcccstudents

HCCC is committed to helping students achieve their goals by providing support for students both inside and outside of the classroom. If you are a student and need assistance, please do not hesitate to reach out to studentaffairs@hccc.edu. The HCCC Community is here for you!

Students, faculty, and staff who are participating in on-ground teaching and learning or who will be utilizing on-ground services should plan to arrive to campus a few minutes early in order to complete the Screening Process and must remember their HCCC ID card. As a reminder, the Screening Process has two components: a health survey and a temperature screening via one of the College's thermal mirrors. The steps in the Screening Process are listed below. All individuals seeking access to 870 Bergen Avenue (F Building) should enter and proceed through the Screening Process at 263 Academy Street (STEM Building).

In a few weeks, a mobile app that fully integrates with the thermal mirror will be available. Until then, HCCC's Screening Process is as follows:

1. Complete Smartsheet survey via the link or QR code in the flyer attached to this communication, or the paper survey, which is available at each Security Desk;
2. Receive clearance email (2-3 minutes later);
3. Show clearance email and HCCC ID card to Security;
4. Proceed to the Thermal Mirror;
5. If green, proceed to your destination;
6. If red, wait 15 minutes and try again.

Posters with the QR code and link to the Smartsheet survey will also be displayed across campus. The Smartsheet survey can be completed as early as 6 p.m. the night before an individual is coming to campus, and paper-based surveys will remain available for those who need them. Until the integrated mobile app is up-and-running, individuals will have to complete either the paper-based survey or Smartsheet survey each time they enter a different building for the purposes of contact tracing.

As a reminder, any employee who is expecting visitors, vendors, or guest speakers should make them aware of HCCC's screening protocol and the requirement that face coverings be worn in all HCCC buildings. In addition, any visitors, vendors, or guest speakers looking to access 870 Bergen Avenue (F Building) should be advised to enter through the STEM Building at 263 Academy Street.

The RTC Task Force would like to keep the college community apprised of some other important updates as our return to campus continues:

Academic Affairs - Fall 2020 Semester:

The fall 2020 academic calendar will remain unchanged. The start and end dates associated with each course section are as published on the [fall 2020 course schedule](#).

Once the fall 2020 semester is underway, course sections delivered in online and remote modalities will continue in those modes for the entire semester.

Course sections delivered on-ground for fall 2020 will only change their modality if such a change is advised by state and local government officials due to a resurgence of COVID-19.

The Academic Affairs RTC Working Group is also developing short video clips that will provide students with a preview of what to expect from different modes of instruction. These video clips will be available for viewing soon.

Technology Needs:

Students who need a laptop or a Chromebook for the fall 2020 semester are encouraged to complete a [Coronavirus Concern Form](#).

Faculty and staff who are interested in borrowing a webcam, document camera, and/or laptop can request them via these links:

To submit a request for a Webcam and/or Document Camera: [click here](#)

To submit a request for a Laptop Loan, [click here](#)

For information and training on WebEx and ITV, please refer to this MyHudson page:

<https://myhudson.hccc.edu/its/Pages/WebEx-Resources.aspx>

Hours for On-Campus Services & Resources – Fall 2020:

Students and employees who do not have an HCCC ID card or need a new card issued can visit the Safety and Security Command Center at 81 Sip Avenue Monday through Friday between the hours of 9 a.m. and 5 p.m. Students will need to show a picture ID and their HCCC schedule (can be on a smartphone).

Employees will need to complete the ID Form, which can be accessed [here](#) as well as on the [Return to Campus webpage](#).

Libraries (Gabert, North Hudson, and Online)

Monday through Friday = 8 a.m. – 8 p.m.

Saturday = 10 a.m. – 6 p.m.

Sunday = 12 – 6 p.m.

Open Computer Labs (JSQ and NHC)

Monday through Friday = 8 a.m. – 9:45 p.m.

Saturday & Sunday = 9 a.m. – 4 p.m.

Food Pantries (JSQ and NHC)

Monday / Wednesday / Friday = 11 a.m. to 5 p.m.

On-Campus Grab-and-Go Food Option:

The Bits and Bytes Bistro (STEM Building) will open on 9/8 and will be open from 8 a.m. – 2 p.m. Monday through Friday.

The Return to Campus (RTC) Task Force, along with its working groups, will continue to meet throughout the fall semester. The RTC Task Force encourages all members of the college community to continue to check their HCCC email accounts and the [Return to Campus Webpage](#) for important information. The RTC Working Groups would like to share these updates and reminders with the college community:

Health & Safety (C. Sirangelo & K. Smith-Wenning):

Students and employees will be held harmless in the event of a confirmed COVID-19 case. Students should not be penalized for their absences and employees will not be required to use accrued sick time.

The Health & Safety Working Group is drafting a recommendation regarding procedures for classes and departments should an individual in a given class or department test positive for COVID-19. More information is forthcoming.

For individuals who fail one step in the screening process, a resource containing information about locations where they can be tested or receive medical clearance to return to work or school has been completed and is ready for distribution at each security desk. The resource can also be accessed on the [Return to Campus webpage](#).

Any incidents of non-compliance with mask wearing or social distancing as well as any concerns regarding the cleanliness of a space should be reported to security. Contact information will be in each classroom, and courtesy phones are located throughout the campus. A complete listing of all courtesy phone locations is provided in Section 1 of the *Emergency Management Reference Guide*, which is available [via this link](#) or via Security and Safety's Portal Page: <https://myhudson.hccc.edu/security>.

Community members may also report a concern using the [Coronavirus Concern Form](#).

Space & Facilities (I. Ashmyan & J. Quigley):

Portable air purifiers are being placed in spaces across both campuses that will be used for teaching and working. To date, units have been placed throughout the STEM Building, the F Building, and the New Student Center. An air purifier will be placed in all other spaces used for teaching and working by the start of fall semester. College-wide communications were sent out this week announcing that the Culinary Building (161 Newkirk Street), the STEM Building (263 Academy Street), and the C/D Building (162-168 Sip Avenue) are now open.

HCCC's Facilities Department is working with the Office of Procurement to order water coolers in order to ensure all students, faculty, staff, and HCCC community members have access to drinking water in their respective buildings as service to all water fountains has been disabled.

Single-use water bottles will be available for students, employees, and community members at HCCC's food pantries in time for the start of fall semester.

The frequency of cleaning operations will be increased in all buildings and areas where students, faculty, and staff will be learning, teaching, and working. HCCC's contracted cleaning service will be responsible for the cleaning and sanitization of spaces. Departments will be able to request cleaning supplies if they wish to have added opportunities to clean their work areas, and personal protective equipment (e.g., masks), directly from HCCC's Facilities Department via email. A list of designated individuals to submit requests for each department is available [here](#) and on the [Return to Campus webpage](#).

Human Resources (A. Krupitskiy & A. Ogburn):

All full-time HCCC employees have received an email from *SafeColleges* containing the required training modules. Employees are expected to complete three modules. Each module is approximately ten (10) minutes long and is comprised of an instructional video and an assessment. Employees must complete these three modules prior to returning to campus.

Employees who have not yet attended a training session specific to HCCC protocols should watch their HCCC email accounts for announcements of additional training opportunities. In addition, a recorded training session will be made available soon.

Training specific to HCCC protocols that addresses students' needs, concerns, and questions will continue to be offered, and a recorded training session will also be made available. Students who are scheduled to be learning and/or working on-ground will also complete training modules through *SafeColleges*.

Employee Assistant Program - EAP Services: As the nation experiences significant unrest – with the death of George Floyd and other nationwide murders and violence, and COVID-19 – it's likely stress and emotions are heightened. No matter what you're feeling or experiencing regarding these events, our Employee Assistance Program is here for you by calling the emotional support line at 833-848-1764 or visiting eap.ndbh.com (log in using your existing company code. Username: *hccc* Password: *guest*)

If you have any questions, concerns, or information you would like to share with the RTC Task Force, please do not hesitate to reach out to return@hccc.edu.

Take care,

HCCC's Return to Campus Task Force

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